

REPORT NO: 13 27
DATE: 3/25/2013
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Director of Environmental Health

CURRENT TITLE: Using funding from the classified Manager Environmental Management and Safety and Green Building Programs

INCUMBENT: Dan Huff

REASON FOR REQUEST: to move the position from classified to appointed, in conjunction with Environmental Health being merged into the Health Department as part of the Regulatory Services reorganization

DATE QUESTIONNAIRE SUBMITTED: 3/19/2013

DATE OF PREVIOUS STUDY: 3/2011

DISPOSITION OF PREVIOUS STUDY: Properly classified as Manager Environmental Management, Safety, and Green Building Programs, Grade 12 of the Staff Assistance Promotional Line

PERSONS INTERVIEWED: Becky McIntosh,

RECOMMENDATION: Establish the position as Director Environmental Health, Grade 12, 578 Points, (Appointed)

POSITION ANALYSIS

The Minneapolis Health Department has submitted a request to move the Manager Environmental Management and Safety, and Green Building Policy position from classified to appointed, in conjunction with Environmental Health Division being merged into the Health Department as part of the Regulatory Services reorganization, effective in January of this year. The Manager Environmental Management and Safety, and Green Building Programs was factored out to Grade 12, 578 points in March of 2011. The essential Functions remain the same and the same points and grade will be assigned to the new appointed position.

Job Duties and Responsibilities of the position as described by the Health Department include

Direct Service Administration

- Provide oversight and strategic direction for the Environmental Services Division, including program development and management of fee budgets; development of fee schedules; development of performance measures including Results Minneapolis; short and long term business planning; application and management of grant funding; and the effective operations of the unit.
- Responsible for effective and reasonable execution of Minneapolis Code of Ordinances, including oversight of investigations of complaints, inspections, enforcement, permit issuance, environmental review, and environmental initiatives.
- Oversee implementing the annual pollution registration program; emergency spill response program development
- Provide oversight and strategic direction for the Lead and Healthy Homes unit.
- Responsible for effective and reasonable execution the City's duties outlined in Minnesota Statute 144.95XX, the Lead Poisoning Prevention Act, and of Minneapolis Code of Ordinances Chapter 240, including oversight of elevated blood lead level investigations, enforcement and permit issuance.
- Supervise the implementation mandated and grant-funded elevated blood lead level response and prevention and Healthy Homes initiatives; and effective operation of a City-owned safe house
- Provide oversight and strategic direction for the Food, Lodging and Pools unit, taking responsibility for effective and reasonable execution of the City's duties outlined in its delegation agreements with the Minnesota Department of Agriculture and the Minnesota Department of Health to enforce the Minnesota Food Code, Minnesota Lodging Code and the Minnesota Pool Code and relevant sections of Minneapolis Code of Ordinances.
- Provide oversight and ensure consistency and integrity in investigations of complaints, inspections, enforcement, permit issuance, plan review, educational initiatives, and issuing emergency closure orders.
- Supervise inspections and investigations including food borne illness outbreaks; supporting Home Grown Minneapolis; conducting compliance meetings and license settlement conferences

Division Administration

- Responsible to prepare and manage the division budget and is accountable for developing policies and procedures pertaining to the division's functions and personnel transactions of the section.
- Participate in contract compliance for the division, including contract negotiation, preparation, processing, implementation, monitoring, and reporting.
- Participate in the research, preparation, and submission of requests for grant funding; assess the need for new initiatives; adjust current strategies to meet the changing needs of

city residents within available resources; and assume administrative oversight of new initiatives as appropriate.

Department Administration

- Work with the Commissioner of Health to set direction, provide leadership and lead businesses process improvement for the department. Provide input to department public policy, legislative agendas related to the areas of responsibility, and general allocation of available funds, And to assess the need for new initiatives and to adjust current strategies to meet the changing needs of City residents within available resources.
- Provide director level leadership related to Public Health Emergency Preparedness planning, training, and response, including developing and testing incident management skills, training and exercising various department emergency management leadership roles, and sharing call responsibilities.
- Plan projects by resources and be accountable for measuring results against budget or plan.
- Develop and deliver presentations to internal and external agencies, City committees, and community organizations
- Anticipate and influence change at the program, community, and City level. The work requires flexibility and the ability to prioritize and adjust priorities rapidly as events may dictate.

POSITION ANALYSIS

PREREQUISITE KNOWLEDGE

The Director Environmental Health requires a Bachelors degree Public Health, Environmental Health, Public Policy or related field and five years of experience in public health environmental regulatory work, including experience in local government environmental health or building code enforcement, or design and/or construction, including a minimum of two years' experience in public policy development A rating of 65 will be assigned.

DECISIONS AND ACTIONS

The new classification will have responsibility for environmental management and policy development for the City's environmental health programs. It will be the manager over a significant sub-division of the Health Department, with 21 assigned staff, and responsibility for code enforcement for food related and environmental regulations.

The position has Decisions and Actions equivalent to variety of positions rated at 65 on this factor. These are managerial positions that oversee and guide major areas of accountability. At this level performance has considerable influence on finances or delivery of services; errors or inadequacies would cause very serious and notable inconvenience, embarrassment or expense. The incumbent will be expected to make decisions and take action on complex and unusual problems that arise and to develop solutions to these problems Most work is of an advanced

nature and calls for the exercise of independent judgment. Decisions and actions are subject to prior approval only in unusual cases or where considerable expense is involved.

SUPERVISORY RESPONSIBILITY

The position will directly supervise the Manager Environmental Initiatives, and the Manager Environmental Services. It will have management authority over an additional 19 positions. A rating of 20 is appropriate and will be applied.

RELATIONSHIPS RESPONSIBILITY

The individual in this position will interact with high level City, county, and state officials, department heads, and members of external organizations on a daily basis. The Director serves as a key liaison and representative of the Health Department to a broad variety of constituencies, internal as well as external to the City. The position will have considerable contact with the public, complainants, City Attorneys, and other parties. The work will entail daily contact with the staff in the Minneapolis Health Department. A rating 60 points will be assigned.

WORKING CONDITIONS

The positions will work in a normal office or indoor setting with little exposure to unusual conditions. The position will use of modern computer and/or keyboarding equipment, and phones, copiers, fax machines or related equipment. As a managerial position it will attend a variety of meetings, typically in an office environment. A rating of 20 points is appropriate and will be assigned.

Effort

The position will be involved with the development, implementation, modification and the administration of the policies and procedures for environmental health programs, and for managing code enforcement activities requiring mental effort. The position requires a high level of attention to detail in dealing with highly technical regulations and documentation, and in responding to requests from City Elected Officials, City Staff and the public. In addition, there will be numerous deadlines that must be met. As with all positions that work in highly political environments; the position will be highly visible with the potential of causing damage to the City's image.

A rating of 60 points will be applied.

According to the Commissioner of Health the proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.

The proposed Director Environmental Health position will report directly to the Commissioner of Health.

2. The person occupying the position must be part of the designated Department Head's management team

The proposed Director Environmental Health position will be a member of the Department management team.

3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or Department policy.

The proposed Director Environmental Health position will have significant discretion and substantial involvement in the development, interpretation, or implementation of City and department policy – which is true of all director positions in the Department.

4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.

The duties of the position do not require primarily technical expertise.

5. There is need for the person occupying the position to be accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.

It is important that a person occupying this position be accountable, loyal and compatible with the Mayor, City Council, and the Department Head.

RECOMMENDATION:

Establish the position as Director Environmental Health, Grade 12, 578 Points, (Appointed)

CLASSIFICATION								
FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Manager Environmental, Safety, and Green Building Programs (Classified)	65	65	20	65	20	60	578	12
Director Planning and Administration (Appointed)	65	60	30	65	20	50	563	12

CLASSIFICATION								
FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Director Policy and Advocacy (Appointed)	65	60	10	65	20	50	543	12
Director Research and Program Development (appointed)	70	65	15	65	20	50	578	12
PROPOSED CLASSIFICATION								
Director Environmental Health (Appointed)	65	65	20	65	20	60	578	12

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

The work of the position is exempt level work

The position meets the criteria for the executive exemption from the fair labor standards act

The position will pay above the minimum \$455.00 per week required. It will entail the supervision and oversight over more than 2 fulltime employees. It will work in a subdivision of a recognized Department of the City, in the Environmental Health Division of the Minneapolis Health Department. The position as Manager and supervisor in the City will have authority over staff regarding hiring, firing, discipline, and assignments, and its opinion will be given particular weight/